

	TRAINING COURSE ORGANIZATION	Operations Order 4.9.01
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1. **PURPOSE**

The purpose of this policy is to outline the pre-approved formal lesson plans required to conform with the [AzPOST lesson plan template](#).

2. **TRAINING COURSE ORGANIZATION**

A. **Lesson Plans**

(1) **General Guidelines**

- (a) All formal Department training must be based upon pre-approved formal lesson plans and must conform to the [AzPOST lesson plan template](#).
- (b) **Approved Lesson Plan Deviation**
 - If the training is from an approved lesson plan and all of the objectives are not going to be covered, the instructor will attach a copy of the lesson plan to the training roster and will highlight those areas which are covered.
 - If this deviation will be taught for more than one series of classes, a new lesson plan must be written and approved by the Training Bureau's Commander before being taught.

(2) **Approval and Review of Lesson Plans**

- (a) **Training Bureau Commander** - All new and revised lesson plans will be approved by the Training Bureau commander.

(3) **Maintenance of Lesson Plans**

- (a) All lesson plans must be submitted to the Training Bureau, and approved, prior to giving any instruction.
 - Exceptions to having prior approval may be made by the Training Bureau Commander when the training is mandated to commence immediately.
- (b) A copy of all approved and current lesson plans will be kept on file at the Training Bureau.

(4) **Annual Review** - Lesson plans will be sent out for review-annually by the Training Bureau's Advanced Training Unit, Records Detail.

- (a) The review period will start the first day of January of each year.
 - A memorandum will be sent to the responsible person for each lesson plan.
 - Each memorandum must be returned to the Training Bureau within 30 days.
 - Revised lesson plans must be returned within 30 days of the memo.
 - (i) Any changes will be highlighted.
 - (ii) A signature page containing approvals through the chain of command will be included.
 - (iii) Exceptions to the time limit will be on a case by case basis, upon request by the responsible person.
- (b) Lesson plans created mid-year will be approved only until the following January review cycle, at which time they will require an updated review by the author and chain of command.

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2. B. Instructors

- (1) Instructors in all Department training programs must be certified as an instructor by AzPOST.
 - The only exception is those individuals conducting roll-call training.
- (2) The lead instructor of any class considered as in-service training will be responsible for:
 - Providing the Training Bureau with the date and time of a class at least 72 hours prior to the class date.
 - Ensuring the lesson plan has been approved and is on file.
 - Ensuring the roster is filled out and signed by the attendees.
- (3) The Advanced Training Support Unit will maintain a master file of all AzPOST-certified instructors.

Last Organizational Review: